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Henry McMaster
Governor

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Executive Director

STATE INSTRUCTION NUMBER 18-05

To: Local Workforce Area Signatory Officials
Local Workforce Area Board Chairs
Local Workforce Area Administrators
DEW Area Directors
DEW Regional Managers

Subject: Data Changes for Workforce Programs

Issuance Date: August 22, 2018

Effective Date: Immediately

Purpose: To update State policy regarding the annual deadline to submit changes to data in the SC Works Online Services (SCWOS) system. **This guidance rescinds State Instruction 15-15.**

References: Training and Employment Guidance Letter (TEGL) 3-17.

Background: The U.S. Department of Labor (USDOL) requires the submission of annual performance data in a Participant Individual Record Layout (PIRL) file by October 1st of each year. The PIRL file is locked from editing after this period.

Policy: Change requests that will affect a prior year's data previously reported to the USDOL will not be accepted and updated in SCWOS. To ensure the integrity of reported data, the following procedures apply to data change requests:

- Data change requests will continue to be evaluated on a case-by-case basis;
- Data change requests for the current program year may be submitted at any time during that year; and
- Data change requests for the prior program year will be accepted through September 15th of the following program year.

Data change requests received after September 15th to correct data reported for the previous program year will not be accepted. All Workforce Innovation and Opportunity Act (WIOA) Title I participant data change requests must be submitted to WorkforceSupport@dew.sc.gov.

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Acceptable data change request documents include the *SCWOS Change Request Form – Individual Records* and the *Activity Record Change (ARC) Form*. The forms are located in SCWOS under Staff Online Resources. All Wagner-Peyser (WP) and employer service records change requests must be submitted to PolnPro@dew.sc.gov.

Action: Please ensure that appropriate staff receive and understand this policy.

Inquiries: Questions may be directed to Policies and Procedures at PolnPro@dew.sc.gov.

A handwritten signature in blue ink that reads "Susan M. Boone". The signature is written in a cursive style and is positioned above a horizontal line.

Susan M. Boone, Chief Legal Officer
SC Department of Employment and Workforce